



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, AGRICULTURAL WEIGHTS AND MEASURES

Class No. 002238

■ CLASSIFICATION PURPOSE

To assist the Agricultural Commissioner/Sealer of Weights and Measures in the implementation of administrative activities, agricultural services, and regulations; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Department of Agriculture/Weights and Measures. Under administrative direction, incumbents report to the department or assistant department head and are responsible for administering programs for pesticides and plant protection, standards, analysis, identification, and special services and support.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and coordinates agriculture, weights, and measures programs and activities including inspection, enforcement, protection, regulation, and public outreach in compliance with federal, state, and local laws and regulations.
2. Prepares, reviews, and presents agricultural reports to applicable State departments, County Board of Supervisors, and other agencies.
3. Develops the department's annual budget and monitors revenue and expenditure transactions.
4. Identifies operational problems and formulates appropriate solutions.
5. Acts as a liaison with other public and private agencies.
6. Provides information to the media, public, industries, and agency representatives on departmental activities.
7. Performs special studies or projects as assigned.
8. Represents the department in meetings and conferences related to agricultural, weights, and measures enforcement issues.
9. Acts in the absence of the department or assistant department head.
10. Supervises subordinate staff.
11. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Agriculture/Weights and Measures practices, issues, and policies.
- Operation, use, and regulation of standard weighing and measuring devices.
- Federal, State, and local agriculture, weights, and measures laws, codes, and regulations.
- Inspection, standardization, and quarantine procedures and methods used for agricultural commodities and activities.
- Protection and regulation of plants and pesticides.
- Principles and practices of administrative management, supervision, and training.

- Rules of evidence, investigation techniques, and legal court procedures.
- Policy and procedure development and implementation related to administrative management and agriculture/weights and measures programs, public information, and presentations.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the activities of a major division of Agricultural/Weights and Measures staff involved in inspection, enforcement, protection, and other related regulatory activities.
- Establish and implement enforcement policies, procedures, and programs for activities involving plant protection, pesticide regulation and management, enforcement of weights and measures standards, plant pathology, and other agricultural matters.
- Evaluate the division's regulatory performance and achievement of department standards in Pest Detection, Plant Protection and Quarantine, Pesticide Regulation and Protection, and other related special services.
- Prepare reports and correspondence.
- Identify and resolve operational problems.
- Prepare the department's budget, and monitor revenues and expenditures.
- Evaluate departmental programs to ensure compliance with Federal, State, and local agricultural/weights and measures laws and regulations, and their implementation.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, assistance to residents, and functions and issues involving agriculture, weights, and measures.
- Establish and maintain effective and cooperative working relations with staff, the public, and representatives from the government, industry, media, and other agencies.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of technical and professional experience performing agricultural, or weights and measures enforcement, including pest prevention and plant regulation, commodity regulation, weight and measurement verification, transaction and product verification, environmental monitoring and investigation, pesticide regulation, and public information.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Must possess valid California licenses as a County Agricultural Commissioner and as a County Sealer of Weights and Measures per California Food and Agricultural Code Section 2123 and California Business and Professions Code Section 12203.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: February 11, 2000
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Deputy Director, Agricultural Weights and Measures (Class No. 002238)

Union Code: EM

Variable Entry: Y